

Project Management Certificate – 622
Requirements Effective Winter 2014
Program Planning Guide

Program Description: This certificate program focuses on both the development of knowledge and professional skills to become a Project Manager. Coursework includes topics such as leadership in the project process, planning and control, risk management, and utilization of *MS Project* management software to develop a project plan, schedule, budget, and produce deliverables for management reporting.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this certificate with pre-requisites are marked with an asterisk (*). See catalog for more information.

Project Management Prerequisites: None for program. Individual courses may have prerequisites. See notes below.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Requirements		
Course Number	Certificate Requirements (19 credits)	Credit Hours
BUS 118*	Project Management Introduction and Overview	5
BUS 119*	Leadership & Management	3
BUS 229*	Project Management Tools, Techniques, and Control	5
CWE 110	Internship	3
ENGL&230*	Technical Writing	3
		Total Credits: 19 (excluding prerequisites)

Notes:

- 1. Prerequisite: Must have completed BUS 169 or BUS 171 or demonstrate equivalent.**
- 2. Prerequisite: Must complete BUS 118: Must have completed BUS 236 or an approved equivalent.**
- 3. Must be taken after BUS 118: Many be taken concurrent with BUS 229.**
- 4. Prerequisite: Must be eligible for English 101 via English Placement Exam or completion of ENGL 097/098.**

Program Outcomes:

- Develop a work plan including building the project team, defining scope and deliverables, and anticipating risks.
- Guide project implementation and manage the schedule and the budget.
- Set up projects and assemble the right team based on project management principles.
- Develop strong communication skills.
- Acquire relevant technical skills, including proficiency with MS Project.

What Skills do I need to be successful in this field?

- <http://www.onetonline.org/link/summary/11-9021.00>

What are some potential job titles?

- Project Manager
- Construction Manager
- Operations Manger

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/11-9021.00#WagesEmployment>

Course Sequence: This program of study is outlined by quarter, and courses should be taken in the indicated sequence. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

Most common sequence:

Fall		Winter		Spring	
BUS 118 (Intro Project Mgmt.)	5	BUS 119 (Leadership & Mgmt.)	3	BUS 229(Project. Mgmt. Tools)	5
BUS 236 (Interpersonal Comm.)*	5	Engl&230(Technical Writing)	3	CWE 110	3
Total Credits	10		6		8

Notes:

- BUS 118 offered Fall and Winter only.
- BUS 229 offered Spring onlEngl230 offered Fall, Winter, and Spring: Online during Winter
- BUS 236 offered every quarter and is generally both on-campus and online.
(*- if BUS 236 is needed as a prerequisite to BUS 229).

Alternate Sequence:

Fall		Winter		Spring	
Engl&230(Technical Writing)	3	BUS 118 (Intro Project Mgmt.)	5	BUS (Project. Mgmt. Tools)	5
BUS 236 (Interpersonal Comm.)*	5	BUS 119 (Leadership & Mgmt.)	3	CWE 110	3
Total Credits	3		8		8

Program Contact: William (Bill) Holt (206) 934-4523 william.holt@seattlecolleges.edu

NSC Advising Office: (206) 934-3658 <https://northseattle.edu/advising>

Program Website: <https://northseattle.edu/programs/project-management>

Revised 10/17/2013 W Holt

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>.